# Local ABC System Compensation and Benefits Survey Please Return on or before December 1, 2009 To Laurie Lee, NC ABC Commission 4307 Mail Service Center, Raleigh NC, 27699

| Name of ABC System Fair Want  |   |
|---|---|
| ABC Employees  1. How many employees does your ABC systother  | tem have? full-time <u>2</u> part-time <u>2</u>   |
| your system for the following periods:  | mpensation (salaries plus bonuses), benefits date for the 5 most highly paid employees of |
| Fiscal Year 2009 (July 1, 2008 – June 30, 2009)  NAME CARY SEALEX   | TITLE MGR.  |
| SALARYS 600,00 WK, BÓNUS \$/WK, PAY   | TITLE   |
| NAME MORTON EJWARIS SALARYS BONUS S   | TITLE PT. TIME CLEAK BENEFITS YES NO HIRE DATE 11-17-08                                   |
| NAME TOMMY PARHER<br>SALARYS 2 0 8 06, DOMBONUS \$ / WHS. PAY   | TITLE <u>PIST, MIR - CLERK</u><br>BENEFITS Yes v No_HIRE DATE <u>11-15-0</u> 8            |
| NAME RALPH HILL<br>SALARYS BONUS \$ / WH. PAY   | TITLE CLERK - (DECERSED) BENEFITS Yes_No_HIRE DATE 2-1-86                                 |
| NAME SANTER & HARDIN<br>SALARYS BED HR. BONUS \$ NO   | TITLE PART TIME CLERK BENEFITS Yes NO L'HIRE DATE 3. 20 - 07                              |
| Fiscal Year 2008 (July 1, 2007 – June 30, 2008)<br>NAME <u>CARY SEALEY</u><br>SALARY\$ <u>440.00 EX.</u> BONUS\$/ <u>GH3</u> , <u>OHY</u> | TITLE M3 R.<br>BENEFITS Yes No HIRE DATE 1970   |
| NAME RALPH MILL<br>SALARYS358.00 WR BONUS \$ / WK. PAY  |   |
| NAME TOMMY PARKER<br>SALARY\$400.00 W.R. BONUS\$400.00  | TITLE ASST MAR- CLERK<br>BENEFITS Yes NO HIRE DATE //-/5-08                               |
| NAME SANFORD HARDIN<br>SALARYS 8,00 HR. BONUS \$ -0-  |   |
| NAME MORTON EDWARDS SALARYS 8,00 HR, BONUS S - 6-   | TITLE PARTIE CLERK BENEFITS YES NO HIRE DATE 11-17-08                                     |
| Fiscal Year 2007 (July 1, 2006 – June 30, 2007)  NAME (AR. Y SEALEY  SALARY\$355.00 WK, BONUS \$/WH, PAY                                  | TITLE MS R. BENEFITS YES NO HIRE DATENOV 1972   |
| NAME RALPH HILL<br>SALARY\$328.00 WH, BONUS \$ J WK. PAY  | -   |

|                  | BETTY LOVE TITL<br>RY\$ 7.75 H.R BONUS \$ 20,00 BEN  |   |
|------------------|--|---|
| NAME_<br>SALAR   | SANFOR L HARD NOTE TITLE  RY\$ 7.75 H R BONUS \$ BEN   | EPT, TIME CLERK IEFITS Yes No HIRE DATES - 26-59  |
| NAME_            | TITL   | ·   |
|                  | Please attach a list of the benefits you pay to yo   |   |
|                  | List the names of your board, members and their Year 2009 STEVE FLOY J 1050.00 A LAKRY FLOY J -# 960.00  | annual board compensation for Fiscal  |
|                  | Fiscal Year 2008 AHNIED BANT 188   | 72 & co<br>8 & co co  |
|                  | TAMES BYRNE # 864.00 Fiscal Year 2007 WADE SEALEY # 960.55 W. J. Townsend # 880  |   |
| 5.               | Do your board members receive insurance or re yes, what are they?  | tirement benefits? YesNov_If  |
| 6.               | Do your board members receive other compens. If so, what? <u>CHAIRMAN 105,60 TAITERNAT</u>   | ation for their service Yes V No No No  |
| 7.               | Do you have a travel policy for board members/e  |   |
|                  | was it instituted? 1997 Please attach a copy.  | Imployees? Yes V No It yes, when  |
| 8.               | was it instituted? 1777 Please attach a copy.  Do you have an ethics policy in place for board r yes, when was it instituted?Please attach   | nembers/employees? Yes No _   |
| 8.<br>9.         | Do you have an ethics policy in place for board r  | nembers/employees? Yes No If a copy.  |
| 9.               | Do you have an ethics policy in place for board r yes, when was it instituted?Please attach  Does your ethics policy prohibit receipt of gifts, in   | nembers/employees? Yes No / If a copy.  ncluding for example, entertainment s No  |
| 9.<br>10.        | Do you have an ethics policy in place for board r yes, when was it instituted?Please attach Does your ethics policy prohibit receipt of gifts, ir tickets, bottles of alcohol, goods or services? Ye Does your ethics policy allow payment of meals  | nembers/employees? YesNo/ If a copy.  ncluding for example, entertainment s/ No  or other travel expenses by industry  I members/employees? YesNo/  |
| 9.<br>10.<br>11. | Do you have an ethics policy in place for board regions, when was it instituted?Please attach  Does your ethics policy prohibit receipt of gifts, in tickets, bottles of alcohol, goods or services? Ye  Does your ethics policy allow payment of meals members or private dollars? Yes No  Do you have a nepotism policy in place for board   | nembers/employees? Yes No If a copy.  ncluding for example, entertainment s No  or other travel expenses by industry  I members/employees? Yes No  th a copy.  y and compensation ranges for ABC  |
| 9.<br>10.<br>11. | Do you have an ethics policy in place for board registry, when was it instituted?Please attach  Does your ethics policy prohibit receipt of gifts, in tickets, bottles of alcohol, goods or services? Ye  Does your ethics policy allow payment of meals members or private dollars? Yes No  Do you have a nepotism policy in place for board if yes, when was it instituted? Please attached on you have a standard process for setting salar | nembers/employees? Yes No If a copy.  ncluding for example, entertainment s No  or other travel expenses by industry  I members/employees? Yes No  th a copy.  y and compensation ranges for ABC nstituted? Please attach a copy.  employees? Yes No If so, how |

#### 12-04-09

#### Laurie:

We carry health ins. on Tommy Parker, not his wife. I have medicare.

Tommy and I are covered by SEP-IRA accounts.

We both get two weeks vacation per Yr. paid.

Full time employees get 7 days per year sick leave.

Full time employees get paid holidays.

These are the benefits full-time employees get.

Cary Sealey

FAIRMONT

### Fairmont Board of Alcoholic Control

P. O. BOX 65 FAIRMONT, N. C. 28340

JAMES F. BYRNE, CHAIRMAN W. J. TOWNSEND VIRGIL BRADY CARY SEALEY SUPERVISOR

March 14, 1997

The Fairmont ABC Board,s policy for travel is as it has always been. The board will pay travel expense at whatever the rate per mile is at the time. It will pay for Board Members and employees if any attend any convention, meeting or whatever. The Fairmont Board will also pay for room and board for Members and any employees that attend. We do not pay for spouses of board members nor employees.

The policy for accepting gifts is that we do not accept gifts of any kind nor do we allow employees to accept anything either. This is the way it has been and the board agreed that it would remain the same.

The board said that we had had no problems in the past and also that we expect to have no problems in the future.

Thank you, Cary Sealey

## Fairmont Board of Alcoholic Control 200 N. WALNUT ST.

FAIRMONT, N.C. 28340

JAMES F. BYRNE, CHAIRMAN ANNIE DURANT STEVE FLOYD CARY SEALEY SUPERVISOR

On ethics the Fairmont ABC Board takes the following stance.

No one from Board Members to employees are allowed to accept anything from sales representatives nor any one else associated with alcohol sales. This includes free meals, alcohol, goods or servicesthe that are offered. Also no-one can use any monies from sales for free meals and other perks. This money isonly used for things that apply to alcohol sales and operations pertaining to alcohol sales.

#### Salaries:

Any salary increases that employees get is left up to our Board. They decide when and what if any employees is to get an increase in salary and what the increase will be.

### Fairmont Board of Alcoholic Control

P. O. BOX 65 FAIRMONT, N. C. 28340

JAMES F. BYRNE, CHAIRMAN W. J. TOWNSEND VIRGIL BRADY

CARY SEALEY
SUPERVISOR

March 14, 1997

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Thank you, Cary Sealey

# Local ABC System Compensation and Benefits Survey Please Return on or before December 1, 2009 To Laurie Lee, NC ABC Commission 4307 Mail Service Center, Raleigh NC, 27699

| Name of ABC                     | system Fletcher                        | -ABC Board 159   |    |
|---------------------------------|--|--|----|
| ABC Employed  1. How many other | any employees does vour Al             | 3C system have? full-time part-time  |    |
| your sy                         | stem for the following period          | nual compensation (salaries plus bonuses), benefits and hire date for the 5 most highly paid employees of st   | -  |
| riscal Year 200                 | 9 (July 1, 2008 – June 30,             | 2009)  |    |
| SALADVE U                       | Dufiner<br>1,626 BONUS\$ \$            | TITLE Manager  |    |
| SHLARTS 4:                      | BONUS \$ 🕒                             | BENEFITS Yes X No_HIRE DATE_ 2/95 partial  | J. |
| NAME T. P.                      | utterson                               |  |    |
| SALARYS 45                      | 421 BONUS \$ -                         | TITLE Asst. Manager  |    |
|                                 |  | BENEFITS Yes WNo_HIRE DATE_IOQS  |    |
| NAME                            |  | TITLE  |    |
| SALARY\$                        | BONUS \$                               | BENEFITS Yes_No_HIRE DATE  |    |
| t 4 K a mada                    | 1                                      | 100 (to 107%) L  |    |
| NAME                            |  | TITLE  |    |
| SALARY\$                        | BONUS \$                               | BENEFITS Yes No HIRE DATE  |    |
| NAME                            |  | THE CROSS Links  |    |
| SALARYS_                        | BONUS \$                               | TITLE  |    |
|                                 |  | BENEFITS Yes_No_HIRE DATE  |    |
|                                 |  | t -time  |    |
| Fiscal Year 2008                | 8 (July 1, 2007 – June 30, 2           | (008)  |    |
| WAME                            | Unter                                  | TITLE VIANAGEY   |    |
| SALARY\$ 44                     | 1/44 BONUS \$ -0                       | BENEFITS YES Y NO HIRE DATE 2 195 PONTE  | 4  |
|                                 | Patterson                              |  |    |
| NAMET.<br>SALARY\$ 32,3         |  | TITLE Asst Manager   |    |
| WINK 19 Day                     | १५८ BONUS \$ 🔑                         | BENEFITS Yes Wo HIRE DATE 15-95  |    |
| NAME                            |  | TITI =   |    |
| ALARYS                          | BONUS \$                               | TITLEBENEFITS YesNoHIRE DATE   |    |
|                                 |  | DESCRIPTION OF THE PAIR DATE   |    |
| IAME                            |  | TITLE  |    |
| SALARY\$                        | BONUS \$                               | BENEFITS Yes_No_HIRE DATE  |    |
| : A 5. DP4                      |  | ***************************************  |    |
| IAME<br>ALARYS                  | DOLLEGO A                              | TITLE  |    |
|                                 | BONUS \$                               | BENEFITS Yes No HIRE DATE  |    |
|                                 | ,                                      | •  |    |
| iscal Year 2007                 | '(July 1, 2006 – June 30, 20<br>DUFFEY |  |    |
| ALARYS HI,                      |  |  |    |
|                                 |  | BENEFITS Yes No_HIRE DATE 2-95 partial   | ط  |
| AME                             | Pocherson                              | TITLE Asst. Manager  |    |
| ALARYS 30,1                     | 🕰 BONUS \$ 🍜                           | BENEFITS Yes No_HIRE DATE 10-95  |    |
|                                 |  | The state of the s |    |

| NAME       | 1 / L C  |                                 |
|------------|--|---------------------------------|
| SALAI      | ARY\$BONUS \$BENEFITS Yes_No_I   | IRE DATE                        |
| NAME       |  |                                 |
| SALAH      | ARY\$BONUS \$BENEFITS Yes_No_F   | IRE DATE                        |
| NAME       | ETITLE   |                                 |
| SALAF      | ETITLE_<br>ARY\$BONUS \$BENEFITS YesNoF  | IIRE DATE                       |
| 3.         | Please attach a list of the benefits you pay to your 5 highest paid em   | nlovees                         |
|            | REPREMENT HOTH INS (INCL. USB NO. C. List the names of your board members and their annual board compensar 2009  | Faculty and a second            |
|            | LARRY WALDOOP 1800/13 Jack Grafing   |                                 |
|            | Louislan 1800  |                                 |
|            | Fiscal Year 2008   |                                 |
|            | Larry Wouldrop 1800 , Jack Graf  | inc Iana                        |
|            | Kenneth Green: 1350 (Died in Or  | Suc)                            |
|            | Fiscal Year 2007   |                                 |
|            | Kenneyh Green 1800 Jack Grack  | nc 1800                         |
| F          | Larry alalamo lan  |                                 |
| 5.         | Do your board members receive insurance or retirement benefits? Ye yes, what are they?   | s No_ <u>X</u> If               |
|            |  |                                 |
| <b>b</b> . | Do your board members receive other compensation for their service if so, what?  | Yes No_X_                       |
| 7.         | Do you have a travel policy for board members/employees? Yes X was it instituted? Please attach a copy.  | loif yes, when                  |
| 8.         | Do you have an ethics policy in place for board members/employees? yes, when was it instituted?Please attach a copy.   | Yes <u>Y</u> No If              |
| 9.         | Does your ethics policy prohibit receipt of gifts, including for example, tickets, bottles of alcohol, goods or services? Yes V No   | entertainment                   |
| 10.        | . Does your ethics policy allow payment of meals or other travel expense members or private dollars? Yes No $\underline{\times}$   | es by industry                  |
| 11. I      | Do you have a nepotism policy in place for board members/employees if yes, when was it instituted?Please attach a copy.  | ? Yes <u>X</u> No               |
| 12. (      | Do you have a standard process for setting salary and compensation remployees? Yes No $\overline{X}$ If yes, when was it instituted? Plea  | anges for ABC se attach a copy. |
| 13. Į      | Do you pay a car allowance for board members/employees? Yest much is it per year total and who receives it?  | lo <u>X</u> If so, how          |
|            | For your individual board members (and family members if applicable) travel expense paid or reimbursed from all sources, public and private functions in Fiscal Year 2009?  Title: \[ \frac{1}{2000} \]  Title: \[ \frac{1}{2000} \] |                                 |
| IJF        | E FOLLOW All N.C. Policies & Peocodie  | rate: [ SO-U ]                  |
| ر<br>ال    | Alperted by Comments willing a series  | res as                          |
| 00         | directed by Commission. You Should ha  | vea 2                           |
| <u> </u>   | lopy on hand as we submitted them to   | -i 0-11.                        |

VAC SICK HOLLOFT

# Local ABC System Compensation and Benefits Survey Please Return on or before December 1, 2009 To Laurie Lee, NC ABC Commission 4307 Mail Service Center, Raleigh NC, 27699

| Name of ABC System Forest City ABC Board  |
|---|
| ABC Employees  1. How many employees does your ABC system have? full-time part-time   |
| 2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:  Fiscal Year 2009 (July 1, 2008 – June 30, 2009)  NAME George Herton TITLE The page For SALARYS 43, 2540 BONUS \$ 533 off BENEFITS Yes XNo_HIRE DATE //2003 |
| NAME Bettle Hendren TITLE Bookker per Clerk SALARYS 15, 3000 BONUS \$ 48000 BENEFITS YES NO HIRE DATE 4/4/2003  |
| NAME_Karen Groy TITLE Clark SALARY\$27,799.29 BONU6\$550 = BENEFITS YES NO HIRE DATE 4/4/2003   |
| NAME TO DE ROSE TITLE CLETC SALARYS 739498 BONUS \$ 170 50 BENEFITS YES NO KHIRE DATE 4/15/200  |
| NAME Chery Steffey TITLE Clerk SALARYS 693. 75 BONUS S BENEFITS YES NO XHIRE DATE 10/03/04  |
| Fiscal Year 2008 (July 1, 2007 – June 30, 2008)  NAME George Helton TITLE Manager   |
| SALARYS 43 PBG ST BONUS \$ BENEFITS Yes XNO_HIRE DATE 1/20/2003   |
| NAME 130 HIR HEDDIED TITLE BOOK PEDET CLERK SALARYS 35,060 22 BONUS \$ BENEFITS YES NO HIRE DATE 4/4/2003   |
| NAME KONFO Grow TITLE CLARK SALARY\$2735900 BONUS DENEFITS YES NO HIRE DATE H/H/DOP3  |
| NAME TO MY ROSE TITLE CJETK SALARYS 90144 BONUS \$ BENEFITS YES NOTHIRE DATE 4/15/2003  |
| NAME Chery Steffey TITLE CLERK SALARYS 2719 85 BONUS \$ BENEFITS YES NOX HIRE DATE 10/03/04   |
| Fiscal Year 2007 (July 1, 2006 – June 30, 2007)  NAME George Helton TITLE Manager  SALARY\$ 3 9 5 36 5 9 BONUS \$ BENEFITS YES X NO HIRE DATE 1/2 D/2 DO 3  |
| NAME Bettie Headren TITLE Bookkeeper Clerk SALARYS 32040 EL BONUS S BENEFITS YES XNO HIRE DATE 4/4/2003   |

#### THREE FULL TIME EMPLOYEES GET THE FOLLOWING BENEFITS:

GROUP HEALTH INSURANCE PAID BY ABC BOARD (VISION, DENTAL, ETC. PAID BY EMPLOYEE)
6.53% OF STATE RETIREMENT PAID BY ABC BOARD (6% PAID BY EMPLOYEE)

#7

Employees required to work overtime may be compensated with time off or paid for such overtime on the basis of one and one-half times the overtime hours worked provided that:

- (a) the work is of an unusual, unscheduled, or emergency nature and is directed by the ABC General Manager or his authorized representative.
- (b) The position does not involve administrative, professional or managerial work excluded from these overtime provisions by the Fair Labor Standards Act;
- (c) compensatory time off shall be granted whenever feasible and taken within a reasonable length of time as established by the ABC General Manager.
- (d) the maximum compensatory time which may be accrued by any affected employee shall be 480 hours (i.e., not more than 320 hours of actual overtime hours worked) for those engaged in a public safety, emergency response or seasonal activity, and 240 hours (i.e., not more than 160 hours of actual overtime hours worked) for all other employees for hours worked after April 15, 1986. An employee who has accrued the maximum number of compensatory hours shall be paid overtime compensation in cash for any additional overtime hours of work.
- (e) department heads may with the prior approval of the ABC Board authorize pay to employees for overtime work when it is not feasible to permit their absence for the purpose of taking compensatory time off; and
- (f) The ABC Manager is encouraged to grant compensatory time off whenever possible to minimize any paid overtime.

#### Section 10. Payroll Deductions

Only payroll deductions specifically mandated or authorized by Federal or State act or authorized by the ABC Board may be deducted at each pay period from each employee's pay.

#### Section 11. Travel Expenses

No allowances or supplements in any form or from any source shall be paid to any employee for travel expense, subsistence, automobile expense or depreciation or any other expense unless the same type and kind of additional allowance or supplement shall be paid to all employees of the agency having or incurring substantially similar expense in the performance of their official duties. When attending a required job-related function, the employee shall receive reimbursement for subsistence, mileage, and any related expenses as set forth in Appendix C upon documentation by receipts and approval by the department head regardless of the location of the function.

The amounts allowed for mileage reimbursement and subsistence shall be determined annually by the ABC Board as set forth in Appendix C. When an employee is required to attend any function on behalf of the ABC Board where expenses would exceed the subsistence allowance as stated in Appendix C, the employee may receive reimbursement for actual expenses with approval of the ABC General Manager as documented by receipts.

#### ARTICLE III

#### RECRUITMENT AND EMPLOYMENT

#### Section 1. Statement of Equal Opportunity Policy

It is the policy of the ABC Board to foster, maintain and promote equal employment opportunity. Although all employment shall be at will, no employment decision shall be based on an employee's or applicant's age, sex, race, color, creed, religion, political affiliation or national origin except where specific age, sex or physical requirements constitute a bona fide occupational qualification necessary for job performance.



During the probationary period, regular conferences will be held with the employee. Before the completion of the probationary period, The ABC General Manager shall indicate in writing to the following:

- (1) That the employee has had regular conferences with the immediate supervisor where job related progress has been discussed.
- (2) That the new employee is or is not performing satisfactory work.
- (3) That the probationary period should be considered completed or extended.
- (4) That the person should be made a regular employee and retained or released, transferred or demoted.

The probationary period may be extended beyond the six month period by the appointing authority. Rejection of entry into the retirement system may accompany the extended probationary period if determined to be appropriate. No person shall remain on probation for more than one year.

#### Section 9. Promotion

- (a) Candidates for promotion shall be chosen on the basis of their qualifications and their work records without regard to age, sex, race, color, creed, religion, political affiliation, national original, or physical handicap. Performance appraisals and work records for all personnel meeting minimum qualifications for the position shall be carefully examined when openings for positions in higher classifications occur.
- (b) Vacancies in positions shall be filled as far as practicable by the promotion of current employees.

#### ARTICLE IV

#### CONDITIONS OF EMPLOYMENT

#### Section 1. Workweek

Full-time employees normally work three (3) twelve and one-half (12 I/2) hour days per workweek which will run from 12:01 AM Monday until 12:00 midnight Sunday, plus 2 ½ hours per week for additional duties, and are subject to the overtime provisions set forth in Article II, Section 9. Employees in administrative, professional or managerial positions shall work the number of hours necessary to assure the satisfactory performance of their duties.

When the needs of the ABC Board require some other schedule, the ABC General Manager may authorize a deviation from the normal schedule.

#### Section 2. Gifts and Favors



- (a) No official or employee of the ABC Board shall accept any gift, whether in the form of service, loan, thing or promise from any person who to the employee's knowledge is interested directly or indirectly in any manner whatsoever in business dealings with the ABC Board.
- (b) No official or employee shall accept any gift, favor or thing of value that may tend to influence that employee in the discharge of duties.
- (c) No official or employee shall grant in the discharge of duties any improper favor, service, or thing of value.

#### Section 3. Political Activity Restricted

Each employee has a civic responsibility to support good government by every available means and in every appropriate manner. Each employee may join or affiliate with civic organizations of a partisan or political nature, may attend political meetings, may advocate and support the principles or political or political organizations in accordance with the Constitution and laws of the United States of America. However, no employee shall (1) engage in any political or partisan activity while on duty; (2) use official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office; (3) be required as a duty of employment or as a condition for employment, promotion, or tenure of office to contribute funds for political or partisan purposes by another employee of the ABC Board; of (5) use any supplies or equipment of the ABC Board for political or partisan purposes.

Any violation of this section shall subject such employee to dismissal or other disciplinary action.

#### Section 4. Outside Employment

The work of the ABC Board will take precedence over other occupational interests of employees. All outside employment for salaries, wages, or commission, and all self-employment must be reported to the employee's department who in turn will report potentially conflicting employment to the ABC General Manager. Conflicting outside employment will be grounds for disciplinary action up to and including dismissal.

#### Section 5. Limitation of Employment of Relatives

The employment of close relatives within the same department is to be avoided.

(a) Members of an immediate family shall not be employed at the same time if such employment would result in an employee directly or indirectly supervising a member of the immediate family.

#11

- (b) This policy shall not be retroactive, and no action will be taken concerning those members of the same family employed in conflict with (a) above prior to the adoption of this policy.
- (c) Immediate family is defined for the purpose of this section as spouse, mother, father, guardian, children, sister, brother, grandparents, grandchildren plus the various combinations of half, step, in-law, and adopted relationships that can be derived from those named.

#### Section 6. Shortage Allowance

ABC store employees will receive a credit of 1/20 of 1% of sales (\$50.00 on each \$100,000.00) to apply to shortages based on sales at the end of each day. Employees will be required to make up shortages in excess of this allowance.

#### Section 7. Unlawful Sexual Harassment

The ABC Board is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes or comments based on an individual's's sex, race, ethnicity, age, religion or any other legal protected characteristic will not be tolerated. Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, sexual discussions or comments and other verbal or physical conduct of a sexual nature when:

- (a) submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's employment:
- (b) submission to or rejection of such conduct is used as the basis for employment decisions affecting such individual; or

#### FOREST CITY ABC BOARD 168 MINUTES July 9, 2007

The Forest City ABC Board met at the Forest City ABC Store, 430 Oak Street, Forest City, NC, at 5:15 p.m. on Monday, July 9, 2007. The board members present were Jeff Sappenfield, Board Chairman, Scott Griffith, and Erik Ohmstead. Also in attendance was George Helton, ABC Store Manager, and Troy Scroggs, ALE Officer.

The meeting was called to order by Jeff Sappenfield. The minutes for the June 11, 2007 were read. Erik Ohmstead made a motion to adopt the minutes. The minutes were adopted.

The sales for June 2007 were reviewed and the store had an increase of approximately 14% over last year for the same month. Sales were approximately \$132,000.00.

The Profit and Loss Statement was reviewed for the month of June 2007. The store had a loss of approximately \$7,000.00. This is the last P&L for year ending 2007. Our accountant will give us our actual total year ending results in the near future.

The Board approved raises for all employees based on what the Town of Forest city gave its employees for the year. This amounted to a 3% raise.

In other business, George requested that the store be able to update its security camera system. This would require going to a DVR system at an approximate cost of \$2,000.00 to \$2,200.00. The Board approved the request.

Troy Scroggs also reviewed the Forest City Police Activity Report with the Board Members.

There being no further business, the meeting was adjourned until 5:15 p.m., Monday, August 13, 2007 at the same location.

These minutes were approved by vote on the \_\_\_\_\_day of August, 2007.

Jeff Sappenfield, ABC Chairman

JS:bh

#### FOREST CITY ABC BOARD 430 OAK STREET FOREST CITY, NC 28043 (828) 247-4454

December 2, 2009

TO: LAURIE LEE

Fax No: 919-661-5927

FROM: Bettie Hendren

Forest City ABC Store

SUBJECT: SURVEY

Here is the information the survey for compensation and benefits requested. As I explained we are in the process of upgrading our Personnel Policy, etc. Thanks for your help. Really appreciated it.

If you have any questions please do not hesitate to call.

Thank You,

Bettie Hendren Forest City ABC

1 of 8 pages

# Local ABC System Compensation and Benefits Survey Please Return on or before December 1, 2009 To Laurie Lee, NC ABC Commission 4307 Mail Service Center, Raleigh NC, 27699

| Name of ABC System Franklin  |  |
|--|--|
| ADC Employees  |  |
| ABC Employees  | intom house? full times 2 mont times 0           |
| <ol> <li>How many employees does your ABC sy<br/>other</li> </ol>  | stem have? Idil-time _2_ part-time _8_           |
| 2 What are the names titles total annual of  | compensation (salaries plus bonuses), benefits   |
|  | e date for the 5 most highly paid employees of   |
| your system for the following periods:   | o date for the officer rightly para completes of |
| Fiscal Year 2009 (July 1, 2008 – June 30, 2009   | )  |
| NAME Todd Mason  | TITLE Manager                                    |
| SALARY\$ 55,000 BONUS \$ 3,000   | BENEFITS Yes XNo HIRE DATE 10/01/94              |
| NAME Willene Conner  | TITLE Asst. Manager                              |
| SALARY\$ 39,500 BONUS \$ 2,500   | BENEFITS Yes XNo HIRE DATE 11/21/94              |
|  |  |
| NAME Teresa DeHart   | _TITLE Supervisor                                |
| SALARY\$ 20,860 BONUS \$ 355   | BENEFITS Yes No XHIRE DATE 08/21/06              |
| NAME Deetria Wood  | TITLE _ Supervisor                               |
| SALARY\$ <u>20,370</u> <b>BONUS</b> \$ <u>355</u>  | BENEFITS Yes_No_xHIRE DATE_02/08/07              |
| NAME Mike Shook  | TITLE Supervisor                                 |
| SALARY\$ 16,394 BONUS \$ 355   | BENEFITS YesNo_XHIRE DATE_10/22/99               |
| The state of the s |  |
|  |  |
| Fiscal Year 2008 (July 1, 2007 – June 3 <mark>0, 2</mark> 008  | )  |
| NAME Todd Mason SALARY\$ 52,500 BONUS \$ 3,000   | TITLE <u>Manager</u>                             |
| SALARY\$ <u>52,500</u> BONUS \$ <u>3,000</u>   | BENEFITS Yes_XNoHIRE DATE_10/01/94               |
| NAME Willene Conner  | TITLE Asst. Manager                              |
| SALARY\$ <u>37,000</u> BONUS \$ <u>2,500</u>   | BENEFITS Yes X No HIRE DATE 11/21/94             |
| NAME Teresa DeHart   | TITLE Supervisor                                 |
| SALARY\$ 20,103 BONUS \$ 284   | BENEFITS Yes_No_XHIRE DATE_08/21/06              |
| Mika Shook   |  |
| NAME Mike Shook  | TITLE Supervisor                                 |
| SALARY\$ 19,552 BONUS \$ 284   | BENEFITS Yes No x HIRE DATE 10/22/99             |
| NAME Jeff Shuler   | TITLE _Supervisor                                |
| SALARY\$ 19,546 BONUS \$ 284   | BENEFITS Yes No X HIRE DATE 10/17/05             |
| •  |  |
| Fiscal Year 2007 (July 1, 2006 – June 30, 2007   | <b>)</b>   |
| NAME Todd Mason  |  |
| SALARY\$ 50,500 BONUS \$ 2,500   | BENEFITS Yes X No HIRE DATE 10/01/94             |
| NAME Willene Conner  | TITLE Asst. Manager                              |
| SALARY\$ 36,000 BONUS \$ 1,000   | BENEFITS Yes x No HIRE DATE 11/21/94             |
|  |  |

| VAME_ | Mike Shook THILE Supervisor  |
|-------|--|
| SALAR | Y\$ <u>19,932</u> BONUS \$ <u>284</u> BENEFITS Yes No X HIRE DATE <u>10/22/</u> 99   |
| IAME  | Teresa DeHart TITLE Supervisor   |
| SALAR | Y\$ 16,170 BONUS \$ 284 BENEFITS Yes No X HIRE DATE 08/21/06   |
| IAME  | Jeff Shuler TITLE Supervisor   |
|       | Y\$ 14,822 BONUS \$ 284 BENEFITS Yes No X HIRE DATE 10/17/05   |
| 3.    | Please attach a list of the benefits you pay to your 5 highest paid employees.   |
| 4.    | List the names of your board members and their annual board compensation for Fiscal Year 2009  |
|       | Pat Pattillo - Chairman, \$2985 Bob Moore - Member, \$2558   |
|       | Russell Bowling - Member, \$2558   |
|       | Fiscal Year 2008   |
|       | Pat Pattillo - Chairman, \$2629 Bob Moore - Member, \$2203   |
|       | Russell Bowling - Member, \$2203   |
|       | Fiscal Year 2007   |
|       | Pat Pattillo - Chairman, \$2558 Bob Moore - Member, \$2132   |
|       | Russell Bowling - Member, \$2132   |
| 5.    | Do your board members receive insurance or retirement benefits? Yes No X If yes, what are they?  |
| -     | yos, what are they !   |
| 6.    | Do your board members receive other compensation for their service Yes X No  |
|       | If so, what? Mileage, Meals, Hotel - for ABC Conventions   |
| 7.    | Do you have a travel policy for board members/employees? Yes $\underline{X}$ No $\underline{X}$ If yes, when was it instituted? $\underline{1995}$ Please attach a copy. (see page 8 of enclosed manual)             |
| 8.    | Do you have an ethics policy in place for board members/employees? Yes X No If yes, when was it instituted? 1995Please attach a copy. (see enclosed manual)  |
| 9.    | Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes _X No (see page 8 of enclosed manual)                                    |
| 10.   | Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes No X_ (see page 8 of enclosed manual)  |
| 11.   | Do you have a nepotism policy in place for board members/employees? Yes No $\underline{X}$ If yes, when was it instituted? Please attach a copy.   |
|       | Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes X NoIf yes, when was it instituted? <u>1995</u> Please attach a copy.   |
| 13.   | (see page 6 of enclosed manual)  Do you pay a car allowance for board members/employees? Yes \( \times \) No \( \times \) If so, how much is it per year total and who receives it?                                  |
|       | For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 20092 S 3605 |
| : #   | functions in Fiscal Year 2009? \$ 3605   |

### **BENEFITS**

Manager:

Health Insurance, Retirement, Vacation, Comp. & Sick

Asst. Manager: Health Insurance, Retirement, Vacation,

Comp. & Sick

All Other Employees: None

### Franklin A.B.C. Board

P.O. Box 719 Franklin, NC 28744-0719

(828) 369-9247 • Fax (828) 369-8739

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#### PERSONNEL REGULATIONS AND POLICIES

#### FRANKLIN ABC BOARD

#### I. EMPLOYEES:

The employees are under the supervision of and responsible to the Manager, who in turn is responsible to the ABC Board of Directors. Each employee works at the will of the Manager. It is within the jurisdiction of the Manager to hire and suspend the services of any employee, and to give such cause to the Board.

#### II. HIRING:

All ABC employees are hired to serve at the pleasure of the manager. New employees (full or part-time) will be considered temporary for a period of ninety (90) days at which time their performance will be evaluated prior to future status with the company.

#### III. WORK HOURS:

The Manager in conjunction with the Board, shall set and determine the store hours and task schedule. Overtime will be paid in accordance with the Fair Labor Standards Act. One (1) hour lunch breaks shall be scheduled for all shifts of eight (8) hours, as well as two (2) fifteen minute breaks. Scheduled shifts of six (6) hours, an employee will be granted two (2) breaks of fifteen minutes. Any shift of less than six (6) hours, an employee will be granted one (1) fifteen minute break.

#### IV. VACATION - ANNUAL LEAVE (FULL-TIME):

Each full-time employee working a forty hour week shall earn leave as follows:

| Years c | f Service | Days Earned in One Year |
|---------|-----------|-------------------------|
| 1       | year      | 5 days                  |
| 2       | years     | 6 days                  |
| 3       | years     | 7 days                  |
| 4       | years     | 8 days                  |
| 5       | years     | 9 days                  |
| 6-10    | years     | 10 days                 |
| 11-15   | years     | 15 days                 |
| 16-20   | years     | 20 days                 |
| 21-25   | years     | 25 days                 |
| 25+     | years     | 30 days                 |

Annual leave earned shall be computed beginning with the first day of the year following the employees anniversary date.

- b. Employees may accumulate a maximum of thirty (30) days annual leave. When the maximum has been accumulated, no additional annual leave shall be earned until a portion of the accrued leave is taken.
- c. Annual leave may be taken as earned by the employee upon approval by the Manager. Saturdays, Sundays and holidays falling within the normal vacation period shall not be considered as part of vacation leave.
- d. If an employee is terminated, all unused annual leave shall be paid, not to exceed thirty (30) days. Upon the death of an employee, payment shall be made to their estate in a sum equal to all unused annual leave.

e. Annual Vacation Leave - The term "completed year" will be deemed to mean a period of twelve (12) months of which the employee is in active pay status or is receiving workmen's compensation while on leave without pay. Annual vacation leave may be used for rest, relaxation, medical and legal appointments when sick leave is exhausted, and for absences due to adverse weather conditions.

#### V. SICK LEAVE (FULL-TIME):

- a. Sick Leave Constitutes Privilege, Not Right. Sick leave with pay is not a right which can be demanded, but a privilege granted by the Board.
- b. When Chargeable Generally. Leave from work with pay may be charged sick leave if the absence is due to sickness, bodily injury, quarantine, required physical or dental examinations and/or treatment, exposure to a contagious disease when continued work might jeopardize the health of others, illness in the employees family which requires the care of the employee with prior approval of the Manager. All such absences, except those resulting from intemperance, immorality or willful misconduct, shall be charges for sick leave credit.
- c. Same Medical Treatment for Problem Drinking or Mild Mental Disorder. Employees who are undergoing medical treatment for problem drinking or some mild mental disorder, with the knowledge of the Manager, may be granted sick leave for such treatment, provided such arrangements the approval of the Board.
- Rate of Earning. Each employee shall earn sick leave at the rate of one day for each month worked.
- e. *Accumulation.* Sick leave shall be cumulative for an indefinite period of time, with no maximum amount.
- f. Physicians Certificate. The Manager may require a physicians certificate as to the nature of an employee illness, as well as their physical capacity to resume their duties for each occasion on which an employee uses sick leave. The Manager shall be responsible for the application of this provision to ensure proper use of sick leave privileges.
- g. Credit for Accumulated Sick Leave. One month of retirement credit is allowed for each twenty (20) days accrued at the time of retirement.
- h. Advancing Sick Leave Credit. The Board at their discretion may advance sick leave to an employee who has exhausted his sick leave because of a major operation or illness.
- i. Separated Employees Lose Sick Leave Credit. An employee who resigns or is dismissed from ABC employment shall not be paid for any accrued sick leave.
- j. Sick Leave and Leave of Absence for Maternity Purposes. In accordance with the Boards policy on equal employment opportunity, female employees will not be penalized in employment which may require time away from work caused by or contributed to pregnancy, miscarriage, abortion, childbirth, and recovery. Disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom are for all job-related purposes, temporary disability insurance or sick leave plan available in connection with employment. Employment policies and practices involving matters such as the commencement and duration of leave, the availability of extensions of leave, the accrual of seniority and other benefits and privileges, reinstatement and payment under any health or temporary disability insurance or sick leave plan, will be applied to disability due to pregnancy or childbirth on the same terms and conditions as they are applied to other temporary disabilities.

- 1. Same Boards Responsibility. Limitation of employment before childbirth is prohibited. Based on the type and nature of work performed, the Board will be responsible for determining, in consultation with the employee and upon advice she has received from her physician, how far into pregnancy she may continue to work before going on leave. Her return to work should be within a reasonable length of time, depending upon advice of her physician. Reinstatement to the same position, seniority and pay must be made upon the employees return to work.
- 2. Same Employee Responsibility. The employee will apply in writing to the Manager for leave. She is obligated to return to duty with or at the end of the time determined appropriate. If she finds she will not return to work, she should notify the Manager immediately. Failure to report at the expiration of a leave of absence, unless an extension has been requested, will be considered a resignation.
- 3. Same Use of Leave.
  - Leave Without Pay Normally a person desires to be on leave from work prior to the time of actual disability. Leave without pay is to be provided for the time before the employee is disabled and the period of time after the disability ends but before returning to work.
  - b. Sick Leave - Accumulated sick leave is provided for the actual period of temporary disability caused by or contributed to by pregnancy, miscarriage, abortion, or childbirth in the same manner as for other temporary disabilities. Since there is no certainty as to when disability actually begins and ends, it is necessary to determine the period of disability in order that the employee may realize the benefits of both leave without pay and leave with pay for the period of disability. Therefore, the attending physician will furnish, on a prescribed form, the period of temporary disability. An employee exhausting accumulated sick leave will continue to be in a leave capacity, be entitled to holidays, be eligible for merit increments, and be eligible to receive benefits offered under the insurance policies provided by the Board.
  - c. Annual Leave Annual leave must be exhausted before going on leave without pay. If the period of annual leave overlaps with the period of temporary disability, annual leave should be exhausted up until sick leave begins and the balance should be exhausted after sick leave is exhausted. An employee exhausting annual leave before going on leave without pay will continue to be in a leave earning capacity, be eligible to take sick leave and holidays, be eligible for merit increments, and be eligible to receive the benefits offered by the insurance policies provided by the Board.

- 4. Same Retention of Benefits. During the period of leave without pay, the employee will retain and continue all leave and benefits as provided by the Board.
- 5. Paternity Leave. A male employee will be granted annual leave or leave without pay, or a combination of the two for the purposes of assisting or caring for his minor children or the mother of his newborn child while she is incapacitated for maternity reasons. Annual leave must be exhausted before going on leave without pay. During the period of leave without pay, the employee will and continue all leave and benefits as provided. A physicians certificate testifying to the incapacity of the mother, will be provided to the Manager if needed.
- k. Sick Leave Not Applicable in Case of Injury in Course of Employment; Exception. The provisions of this article as to sick leave shall not apply to employees injured by an accident arising out of and in the course of employment, except in cases of injury causing disability of seven (7) days or less for which no compensation is payable, under the Workmen's Compensation Act.

#### VI. OTHER LEAVES (FULL-TIME):

- a. Funeral Leave. For the purposes of definition, immediate family will refer to husband, wife, mother, father, brother, sister or child. In the event of a death in the immediate family, the employee may be granted leave (maximum three (3) days) which is not to be charged against annual or sick leave. This leave is left to the discretion of the Manager and/or Board.
- b. *Military Leave*. Employees who are members of the National Guard or Armed Forces Reserve will be allowed fifteen (15) days of military training leave, at adjusted pay in one year. Adjusted pay means that the Board will make up the difference between military pay and regular work base pay. Under emergency conditions, additional days of emergency leave may be granted. While on military leave, benefits and leave will accrue as though on regular work duty.
- c. Civil Leave. A Board employee called for jury duty or as a witness for the federal or state government or a subdivision thereof, shall be entitled to leave with pay for such duty during the required absence. Board employees may keep all fees received for jury or other duty in addition to their regular compensation.
- d. Leave Without Pay Policy. A Board employee may be granted a leave of absence without pay for up to one year by the Board. An employee granted a leave without pay may be carried on the Boards books in a non-pay status. The leave will be used for reasons of personal or family disability, completion of education, or special work that will permit the Board to benefit by the experienced gained or the work performed. The employee will apply in writing to the Board for leave. He is obligated to return to duty within or at the end of the time determined appropriate by the Board. If he finds that he will not return to work, he should notify the Board immediately. Failure to report at the expiration of the leave of absence, unless an extension has been requested, will be considered a resignation.

- e. Use of Accumulated Annual and Sick Leave and Continuation of Benefits in General.

  Accumulated annual leave will be exhausted when the employee goes on leave without pay, except when he is drawing Workmen's Compensation payments. If an employee desires to go on leave without pay for reasons of personal disability, he must first exhaust accumulated sick leave, except when he is drawing Workmen's Compensation payments. A physician will furnish on a prescribed form when the period of disability actually begins and ends. An employee exhausting accumulated sick leave will continue to be in a leave earning capacity, be entitled to holidays, be eligible for merit increments, and be eligible to receive the benefits under the insurance benefits of the Board. An employee going on leave without pay for reasons of personal or family disability will be reinstated to the same position or one of like classification, seniority and pay upon his return to
- f. Replacement During Leave. Where practical, as determined by the Manager and approved by the Board, an employee on leave will be replaced by a temporary employee, or the position will be temporarily filled during the leave period.

#### VII. HOLIDAYS:

a. All Board employees (full-time) will receive full pay for the following holidays:

New Years Day Labor Day Independence Day Memorial Day

Thanksgiving Day Christmas Day

b. If a holiday falls on a weekend, it will be the decision of the Manger to take a holiday, and whether Friday or Monday will be taken.

c. Employees required to work on an observed holiday shall receive compensatory time off.

#### VIII. PAY PERIODS:

All employees (full and part-time) shall be paid bi-weekly, on Monday for service for the past two (2) weeks. A pay period begins on Monday. If pay day falls on a holiday, a regular day off, or a scheduled vacation day, an employee shall be paid on the next available working day.

Salary adjustments approved after the first working day of a pay period shall become effective at the beginning of the next pay period.

In order to obtain necessary payroll information required by the Federal Wage and Hour Law, all employees are required to complete a bi-weekly time sheet, which must be on file before a paycheck is issued.

#### IX. SALARY:

All full-time employee salaries shall be set by the Board. All part-time employee salaries shall be set by the Manager within a set range approved by the Board. Any increase in salaries may be done annually at the end of the fiscal year upon approval of the Board.

#### X. SECURITY:

The ABC Board will contract through the Town of Franklin Police Department.

#### XI. EMPLOYEE RELATIONS:

Any employee who is dissatisfied with a personnel decision may submit their grievance in writing to the Manager, who in turn will submit the grievance to the Board. The employee then may be asked to appear in person along with the Manager in order to hear the grievance.

#### XII. SEXUAL HARASSMENT:

With respect to sexual harassment, the Board prohibits the following:

- Unwelcome sexual advances; request for sexual favors; and all other verbal/physical, or otherwise of an offensive nature.
- b. Offensive comments, jokes, innuendoes, and other sexually oriented statements.
- c. Pornographic or offensive materials.

While it is difficult to define what harassment is, it may include slurs, epithets, threats, derogatory comments, unwelcome jokes, teasing sexual advances, request for sexual favors, verbal/physical behavior that may be offensive, the distribution or display of pictures/materials that may be offensive, or conduct that would be reasonable perceived as creating a hostile or abusive work environment.

Allegations of harassment may also arise out of intimate relationships between employees, or from hostile or abusive actions of a customer, vendor, or contractor against an employee; or the hostile or abusive actions of an employee against a customer, vendor, or contractor. Since claims of harassment may arise out of inter-store relationships, such relationships are discouraged. Relationships between supervisory and subordinate employees is strictly prohibited.

Any employee who feels they are being harassed, or who witnesses an employee being harassed by someone outside the system, or who witnesses an employee harassing someone within the system, should file a grievance in writing with the Manager who shall then present the said grievance to the Board.

#### XIII. RECORDS:

The Manager shall keep an annual record sheet for each employee showing the dates of annual leave, dates of sick leave, dates of other authorized absences, time and dates of time lost due to disability under Workmen's Compensation, and all unauthorized absences. The manager shall also keep records of all complaints, grievances, hours worked, an any other information relative to the employee.

#### XIV. SMOKING:

There will be a "no smoking" policy within the confines of the ABC Building. This policy is established to benefit the welfare of employees and customers who choose not to smoke. Employees may smoke only on their designated breaks and must be entirely outside the building.

#### XV. HOUSEKEEPING:

Each employee is expected to do their share in maintaining the store, grounds and parking area. Shelves should be clean, well stocked and merchandise displayed in an orderly fashion based upon the policy of the Manger. The warehouse and storage room along with the restroom should be kept clean and orderly at all times.

#### XVI: EMPLOYEE CASH DRAWER:

Any employee operating a register, shall be provided a cash drawer with the amount of two hundred (\$200.00) dollars. It is the responsibility of said clerk to maintain the correct amount in drawer at all times.

#### XVII: CUSTOMER COMPLAINTS:

Any employee receiving a complaint from a member of the general public, either in person or by telephone, shall secure the name of the individual as well as a telephone number where the individual can be reached. The employee shall explain that he request for identification is in order that the Manager may contact the individual in order to make a proper investigation. If identification is refused, the matter must still be reported to the Manger as soon as possible.

#### XVIII: TRAVEL POLICY:

An employee or board member, while attending any function for the benefit of the store, shall be reimbursed round trip mileage at a rate deemed at the time by the federal government. Reimbursement of expenditures incurred during official business of the ABC Board by employees or board members include: hotel accommodations, airline travel, meal costs and tips, mileage by private vehicle, parking tolls, baggage handling tips, conference registration fees, telephone calls relating to Board business, and miscellaneous costs pertinent to the meeting. Non-reimbursable expenditures include: entertainment (movies, newspapers, magazines, etc.), personal telephone calls, purchase of personal items, traffic fines. If a representative, by choice, stays at a hotel other than the conference site, allowable room expense shall not exceed the cost at the conference site. An itemized report must be submitted to the Board no later than ten (10) days after completion of any travel for all reimbursable expense.

#### XIX: GIFT POLICY:

Board Members and employees are prohibited form accepting gifts greater than one hundred (\$100.00) dollars in value from alcohol industry representatives. The Manager may accept "advertising novelties" such as but not limited to: disposable lighters, key chains, drinking glasses, mixes, bottle openers, caps, t-shirts, pens, umbrellas, recipes, or any other items with advertising matter. Alcohol industry representatives are not allowed to give advertising novelties directly to any ABC employee other than the Manager. Such advertising novelties may be distributed to the Board Members or employees by the Manager. Board members and employees are prohibited from accepting payment of meals when meeting with alcohol industry representatives.

#### XX: DRESS CODE:

All employees of the Board are expected to dress in neat and fashionable attire. Other than on the days of delivery, t-shirts are prohibited. Jean pants are permitted. Hats are permitted as long as vendor logo of the alcohol beverage, as well as offensive remarks and/or symbols are not displayed.

#### XXI: CELL PHONES:

Due to the increasing use of cell phones, the following policy has been adopted: Employee cell phones are prohibited on the sales floor at all times. Employees may have their cell phones in the warehouse and/or backroom area, as long as the ring tone is kept to an audible low.

#### XXII: WEATHER CONDITIONS AND PROCEDURES:

In the event of inclement weather conditions, special care is to be taken by each employee in arriving for and departing from work. The decision to open and/or close the store is the sole responsibility of, as well as following the chain of the following: General Manager; Assistant Manager; Supervisors. If for any reason an employee is unable to arrive for work, sufficient time in notifying a superior should be given.

#### GENERAL MANAGER

#### Statement of Duties:

Performs responsible supervisory work required in managing and operating of an ABC Store, as well as making sure the accounting, fiscal control and financial work for the Board is in order.

#### Features of the Position:

An individual in this position must carry out the following: supervising employees, ordering supplies, checking prices and code numbers on merchandise, making daily deposits, and making sure financial records are in order. In the accounting area, work includes: checking daily sales reports, disbursement of funds, over-seeing maintenance of general ledger and cash journal, and preparation of various other reports. In the operation of the ABC Store, considerable independent judgment and initiative are required in applying local, state and federal laws with regulations to the sale of alcoholic beverages. Considerable tact, courtesy and discretion are required in dealing with the public officials, ABC Board and private accounting firms. General administrative direction may be received from the ABC Board and is evaluated by the Board in terms of conformity to local policy, adherence to accepted accounting procedures, and audits by certified public accountants. All of which is at the pleasure of the Board.

#### Examples of Work:

Orders alcoholic beverages; checks merchandise as it goes into inventory; conducts inventory of merchandise; checks prices and code numbers on merchandise; deposits daily cash receipts and necessary change; meets with distiller representatives to discuss new products; destroys damaged merchandise; conducts interviews in regards to the hiring and training of new employees; assigns work schedules; maintains employee vacation schedules; maintains individual employee personnel files, including background checks, health policies, annual evaluations, accumulated vacation and sick leave, and other relative information; lists and delists items from inventory; checks daily sales reports and records all deposits; disburses funds and payment of distilleries; payment of taxes in regards to alcoholic beverages; prepares monthly profit and loss statement; issues transportation permits; maintains the appearance of the store; and performs related duties as well as dealing with the public on necessary matters.

#### Knowledge, Skills and Abilities:

Considerable knowledge of federal, state and local laws pertaining to the sale of alcoholic beverages; knowledge in all phases of retail store operations; knowledge in inventory, purchasing and merchandising of products; knowledge of government withholding and retirement requirements; knowledge of computers and programming, particularly in relation to office methods and procedures; ability to supervise and assign work to employees; ability to design and improve fiscal record systems for computer use; ability to prepare analytical interpretative financial reports; ability to present clear and concise oral or written reports to the Board; ability to deal with public officials, accounting firms, as well as the public; ability to maintain an effective working relationship with employees, board members, state officials and public.

#### Desirable Training and Experience:

Completion of high school or the equivalent, and considerable experience in retail sales and merchandising; experience in programming and use of computers; experience in accounting and/or auditing work.

#### ASSISTANT MANAGER

#### Statement of Duties:

Performs responsible supervisory, cashiering and sales work, required in managing and operating of an ABC Store, as well as making sure the accounting, fiscal control and financial work for the Board is in order as an assistant to the General Manager.

#### Features of the Position:

An individual in this position must carry out the following: supervising employees, ordering supplies, checking prices and code numbers on merchandise, making daily deposits, and making sure financial records are in order. In the accounting area, work includes: checking daily sales reports, over-seeing maintenance of general ledger and cash journal, and preparation of various other reports. In the operation of the ABC Store, considerable independent judgment and initiative are required in applying local, state and federal laws with regulations to the sale of alcoholic beverages. Considerable tact, courtesy and discretion are required in dealing with the public officials, ABC Board and private accounting firms. General administrative direction may be received from the ABC Board and is evaluated by the Board in terms of conformity to local policy, adherence to accepted accounting procedures, and audits by certified public accountants. All of which is as an assistant to the General Manager.

#### Examples of Work:

Assists in the ordering of alcoholic beverages; checks merchandise as it goes into inventory; conducts inventory of merchandise; checks prices and code numbers on merchandise; deposits daily cash receipts and necessary change; assigns work schedules; checks daily sales reports and records all deposits; payment of distilleries; payment of taxes in regards to alcoholic beverages; prepares monthly profit and loss statement; issues transportation permits; maintains the appearance of the store; sells change to clerks as well as operation of cash registers; assists in stocking; and performs related duties as well as dealing with the public on necessary matters.

#### Knowledge, Skills and Abilities:

Considerable knowledge of federal, state and local laws pertaining to the sale of alcoholic beverages; knowledge in all phases of retail store operations; knowledge in inventory, purchasing and merchandising of products; knowledge of government withholding and retirement requirements; knowledge of computers and programming, particularly in relation to office methods and procedures; ability to supervise and assign work to employees; ability to design and improve fiscal record systems for computer use; ability to prepare analytical interpretative financial reports; ability to present clear and concise oral or written reports to the Board; ability to deal with public officials, accounting firms, as well as the public; ability to understand and carry out oral and written instructions; and ability to maintain an effective working relationship with employees, board members, state officials and public.

#### Desirable Training and Experience:

Completion of high school or the equivalent, and considerable experience in retail sales and merchandising; experience in programming and use of computers; experience in accounting and/or auditing work.

#### FINANCE OFFICER

North Carolina ABC Commission Rule 2R.0906 requires the appointment of the General Manager to serve as Finance Officer. The Assistant Manager shall aid the General Manager in the preparation of finances such as, but not limited to: payroll and records; and knowledge of modern double entry accounting methods and procedures including profit and loss statements and balance sheets.

The Finance Officer has the responsibility of keeping a record of accounts, preparing checks for the payment of bills and payroll, preparation of financial statements and other duties noted in the aforementioned Rule 2R.0906. The Finance Officer may make recommendations to the Board as to needed changes in policies or procedures in order to comply with the rules and regulations of the North Carolina ABC Commission.

#### **SUPERVISORS**

#### Statement of Duties:

Performs responsible supervisory, cashiering and sales work, required in managing and operating of an ABC Store, in the absence of the General Manager and Assistant Manager.

#### Features of the Position:

An individual in this position must carry out the following: supervising employees, preparation of daily reports, stocking, operation of cash registers, making change for register clerks, assists in unloading of shipments, and making job assignments for other employees. In the operation of the ABC Store, considerable independent judgment and initiative are required in applying local, state and federal laws with regulations to the sale of alcoholic beverages. General administrative direction may be received from the ABC Board and is evaluated by the Board in terms of conformity to local policy, adherence to accepted accounting procedures, and audits by certified public accountants. All of which is as an assistant to the General Manager and Assistant Manager.

#### Examples of Work:

Checks merchandise as it goes into inventory; checks prices and code numbers on merchandise; deposits daily cash receipts and necessary change; issues transportation permits; assists in unloading of shipments, maintains the appearance of the store; sells change to clerks as well as operation of cash registers; assists in stocking; and performs related duties as well as dealing with the public on necessary matters.

#### Knowledge, Skills and Abilities:

Considerable knowledge of federal, state and local laws pertaining to the sale of alcoholic beverages; knowledge in all phases of retail store operations; knowledge in inventory; merchandising of products; ability to supervise and assign work to employees; ability to deal with public officials; operation of cash register system; ability to maintain accurate records and reports; ability to understand and carry out oral and written instructions; and ability to maintain an effective working relationship with employees, board members as well as the public.

#### Desirable Training and Experience:

Completion of high school or the equivalent, with experience in retail sales and merchandising; experience with use of computers.

#### **CLERKS**

#### Statement of Duties:

Performs responsible clerk activities, cashiering and sales work, required in the operation of an ABC Store.

#### Features of the Position:

An individual in this position must carry out the following: unloading of alcohol shipments, operation of cash registers, preparation of register reports, stocking, In the operation of the ABC Store, considerable independent judgment and initiative are required in applying local, state and federal laws with regulations to the sale of alcoholic beverages. General administrative direction may be received from the ABC Board and is evaluated by the Board in terms of conformity to local policy, adherence to accepted accounting procedures, and audits by certified public accountants. All of which is under the direct supervision of the General Manager, Assistant Manager, and Supervisors.

#### Examples of Work:

Assists in the receiving, unloading, and storage of alcoholic beverages; stores merchandise in proper storage areas; assists in stocking merchandise, accurately displaying all items; maintains the appearance of the store; operation of cash registers; assists in inventory; and performs related duties as well as dealing with the public on necessary matters.

#### Knowledge, Skills and Abilities:

Knowledge of federal, state and local laws pertaining to the sale of alcoholic beverages; knowledge in all phases of retail store operations; knowledge in inventory; merchandising of products; ability to deal with public officials; operation of cash register system; ability to maintain accurate records and reports; ability to understand and carry out oral and written instructions; and ability to maintain an effective working relationship with other employees, board members, as well as the public.

#### Desirable Training and Experience:

Completion of high school or the equivalent, with experience in retail sales and merchandising; experience with use of computers.

# Local ABC System Compensation and Benefits Survey Please Return on or before December 1, 2009 To Laurie Lee, NC ABC Commission 4307 Mail Service Center, Raleigh NC, 27699

Franklinton Name of ABC System Town of **ABC Employees** 1. How many employees does your ABC system have? full-time 2 part-time / 2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods: Fiscal Year 2009 (July 1, 2008 - June 30, 2009) NAME BEVERLY F. RAMEY SALARY\$33 374.16 BONUS\$ 216.57 MANAger TITLE BENEFITS Yes No HIRE DATENOV 1996 NAME Albert G. Dickerson \_ TITLE \_Clerk SALARY\$30.986.16 BONUS \$ 2.16.57 BENEFITS Yes No HIRE DATE Sept. 1993 NAME TITLE SALARY\$ BENEFITS Yes No HIRE DATE NAME TITLE BONUS \$ SALARYS BENEFITS Yes No HIRE DATE NAME TITLE BONUS \$ SALARY\$ BENEFITS Yes No HIRE DATE Fiscal Year 2008 (July 1, 2007 – June 30, 2008) NAMEBEVERLY F. RAMBY SALARY\$32,690.64 BONUS\$ 216.57 \_TITLE \_MANAger BENEFITS Yes No HIRE DATE NAMEAlbert G. DICKERSON TITLE Clerk SALARY\$29 794.32 BONUS \$ 216.57 BENEFITS Yes No HIRE DATE NAME BONUS \$ **SALARYS** BENEFITS Yes No HIRE DATE NAME TITLE BONUS \$ SALARY\$ BENEFITS Yes No HIRE DATE NAME TITLE SALARY\$ BONUS \$ BENEFITS Yes No HIRE DATE Fiscal Year 2007 (July 1, 2006 – June 30, 2007) NAME Beverly F. Ramey \_TITLE \_MANAGER SALARY\$31,685,64 BONUS \$ 231.62 BENEFITS YES NO HIRE DATE NAME Albert G. Dickerson TITLE Clerk SALARY\$29, 181.60 BONUS \$ 231.62 BENEFITS YES NO HIRE DATE BENEFITS Health, Dentel + Visin Insurance) Thate Retirement 1

| NAME.                                  | TITLE  |
|--|--|
| SALAF                                  | Y\$BONUS \$BENEFITS Yes_No_HIRE DATE   |
| NAME_                                  | TITLE  |
| SALAR                                  | TITLE  |
| VAME_                                  | TITLE  |
| SALAR                                  | Y\$BONUS \$BENEFITS YesNoHIRE DATE   |
| 3.                                     | Please attach a list of the benefits you pay to your 5 highest paid employees.   |
| 4.                                     | List the names of your board members and their annual board compensation for Fiscal Year 2009  |
| ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, | DARREU G. CHAIK, CHAIRMAN, SHULL be \$300.00 Will NOT Accept, Check James A. Chaute \$ 200.00 . Robert m. white \$ 200.00  |
|  | Fiscal Year 2008   |
|  | DATTEN G. Chairman, Should be \$300.00 Will NOT Accept, Check  |
| ′,                                     | TAMES A. Caude # 200.00 , Robert M. White # 200.00   |
|  | Fiscal Year 2007   |
|  | DACREIL G. CHAIRMAN, SHOULD be # 300.00 Will NOT Accept. Check   |
| 5                                      | Temes A. Caudle # 200. Robert M. White # 200.00  Do your board members receive insurance or retirement benefits? Yes No V If   |
| Ų.                                     | yes, what are they?  |
| 6.                                     | Do your board members receive other compensation for their service YesNo   |
| 7.                                     | Do you have a travel policy for board members/employees? Yes NoIf yes, when was it instituted? <u>3_99</u> Please attach a copy.   |
| 8.                                     | Do you have an ethics policy in place for board members/employees? Yes V No If yes, when was it instituted? 3.99 Please attach a copy.   |
| 9.                                     | Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes NoWith outwires approach           |
| 10.                                    | Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes No With Supervisors approvisors                            |
| 11.                                    | Do you have a nepotism policy in place for board members/employees? Yes No If yes, when was it instituted? Please attach a copy.   |
| 12.                                    | Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes NoIf yes, when was it instituted? <u>9.03</u> Please attach a copy.           |
| 13.                                    | Do you pay a car allowance for board members/employees? Yes No If so, how much is it per year total and who receives it?   |
| 14.                                    | For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related |
| ubmit                                  | functions in Fiscal Year 2009? Date: 1/30/09   |
|  | ·  |

#### Consideration of Appointment to the Franklinton ABC Board

Commissioner Callihan made the motion to nominate Mr. J.B. Dixon to the ABC board. The motion was seconded by Commissioner Coats and accepted unanimously. There being no other nominations the nominations were closed.

Commissioner Callihan made the motion to appoint Mr. J.B. Dixon to the ABC board. The motion was seconded by Commissioner Coats and accepted unanimously.

Consideration of Compensating ABC Board Members \$50 per Quarter in Lieu of Any Other Benefits Currently in Place

Mr. Morton stated the ABC Board usually meets once a quarter, but lately they have been meeting every month to get things straighten out. Mr. Morton stated that this board has not had any increases since he has been here.

Commissioner Callihan made the motion to compensate the ABC board members the \$50 per quarter in lieu of any other benefits. The motion was seconded by Commissioner Coats and accepted unanimously.

Consideration of Approving Body Armor Policy to be Included in the Franklinton Police
Department's Standard Operation Procedures Manual

Sargent Johnny Mitchell, of the Franklinton Police Department, stated that they are trying to get some grant money from the league. He stated that in order to qualify for these funds we need to include the body armor policy in the Police Departments Standard Operation Procedures Manual.

Commissioner Coats wanted to know why the detectives had a choice to wear theirs and no one else does. Sargent Mitchell said that they are usually in plain clothes and working in the office, however, if they go out on an investigation for any reason then they will be required to wear their vest.

Commissioner Coats made the motion to approve including the policy in to the Police Department SOP. The motion was seconded by Commissioner Wright and accepted unanimously.

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sweeping, cleaning bathrooms and stockrooms.

TRAVEL ON OFFICIAL BUSINESS for the ABC Store requiring overnight stay must be authorized by the Board prior to the trip. Travel not previously approved shall be at the expense of the employee. ABC employees and officials traveling away from the store on official business shall be reimbursed as follows: mileage for the shortage travelroute shall be paid according to the IRS mileage schedule, living expenses other than meals shall be authorized only for trips lasting overnight or longer, reimbursement for meals shall be according to IRS rates, with the exception while attending a convention. MEALS for special occasions will be reimbursed with a proper receipt at actual cost which is reasonable and customary, for conventions. ABC employees and officials traveling away from Franklinton on official business will be compensated for room and board expenses paid out of pocket, and the actual cost of special expenses paid from their personal funds, such as registration fees, and etc. ( Receipts for the above are required.) Travel to and from conferences, classes or other meeting while on official business, is (time-worked) by the employee. Such travel is construed to be covered by Worker's Compensation Insurance protection when THE RESIDENCE WAS SECURED IN DESIGNATION the travel has been properly authorized. This she bear. Bloom Assault bloom

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YOU ( the employee) AND THE TOWN OF FRANKLINTON AFC BOARD SAVE FOR YOUR RETIREMENT, you contribute 6% of your salary and the ABC Board sontributes to the cost of this benefit as established by the North Carolina Legislature. You contribute to the Retirement System until you retire, regardless of age. The Board also contributes as long as you are employed. The contributions are based on acturial calculations so that your benefits can be provided as a sound basis. The N. C. Local Governmental Employees. Retirement System members are eligible for a death benefit. It is free, but, cannot be transferred if you should leave the ABC Board service. The beneficiary is paid an

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amount equal to the employee's salary earned in the year before his or her death.

The amount is paid in a lump sum, is not to exceed \$ 20,000.00, or according to N. C.

Legislature rules.

EMPLOYEES ARE COVERED BY UNEMPLOYMENT INSURANCE. The local office of the Employment Security Commission Shall determine an exployees' eligibility to receive these benefits if the problem should arise.

THE EMPLOYEES OF THE TOWN OF FRANKLINTON ABC BOARD are fully covered under the Worker"s

Compensation Laws which provide for lost time and medical attention if you have an

accident while on the job.

THE TOWN OF FRANKLINTON ABC BOARD EMPLOYEES CONTRIBUTE TO THE SOCIAL SECURITY AND MEDICARE SYSTEMS, AND THE AMOUNT IS MATCHED BY THE ABC BOARD.

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#### IN STORE RULES ARE AS FOLLOWS:

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- 1. Employee is to notify Supervisor if absent from work. If not reported within 2 days is you could be dismissed or terminated.
- 2. NO SMOKING OR TOBACCO USE EXCEPT IN DESIGNATED AREAS, while on duty. Designated areas are bathroom or outside of store, not to exceed 5 minutes per every 2 hours, and this will count against yout break time. THE ABC BOARD MEMBERS WILL BE ALLOWED TO SMOKE IN OFFICE DURING MEETINGS.
  - 3. Once a customer has left the store with merchandise, cannot be returned or exchanged unless request if referred to Supervisor. If the merchandise is undesirable (foreign objects, cracks, or color), replacement bottle can be given to customer. Supervisor will prepare damage report and have distiller representative give credit.
    - h. The seal on a bottle must not be broken while on the Store property.

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- 5. Each employee shall be held responsible for his/her change fund, it shall be counted daily and corrected, or each time the cashier is checked out.
  - 6. Telephones in the store are for business Lengthy personal calls will not

Compensating ABC Brock Numbers

#### Town of Franklinton A.B.C. Board P. O. Box 541 Franklinton, N. C. 27525

September 20, 2003 9:00 A. M.

Darrell G. Chalk, Chairman James Caudle Albert Dickerson Beverly Ramey

The monthly meeting of The Franklinton ABC Board was held today with the above present.

The Franklinton ABC Store will match The Town of Franklinton employees pay raises as long as the ABC Store is profitable, effective July 1 st. of each year.

Board reviewed Travelers Insurance policy with agent. We had no coverage for power surge. This has been corrected by adding endorsement for Boiler and Machinery to policy at no extra charge.

Board discussed the \$50.00 a quarter for the board members pay. Plans will be made to discuss with The Town of Franklinton concerning the Chairmans quarterly pay.

Interest from the ABC, Building Fund account will be deposited back into the general fund account.

Board approved getting the computer set up with cash register so main computer will not have to be shut down for making liquor orders during business hours.

Mr. Chalk made a motion for the ABC store to check with Scott May, Auditor, about the year end profit of \$1356.03 which was paid to the Town of Franklinton on August 29,2003. This was an over payment on profits. Board approved for the over payment to be applied to the established monthly profit to the Town of Franklinton. This motion was seconded by Mr. James Caudle.

Meeting adjourned

Beverly J. Ramay

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